Click Here to Install Silverlight

United States Change | All Microsoft Sites

Windows^{xp}

Search Microsoft.com

Windows XP Home | Security At Home | Microsoft At Home | Microsoft At Work

Windows XP Editions

Home Edition

Professional

Media Center Edition

Tablet PC Edition

Professional x64 Edition

Information For

Home Users

Students

Small Businesses

IT Professionals

Developers

Resources

Using Windows XP

Downloads

Support

Expert Zone

Worldwide Sites

Microsoft Update

Windows Marketplace

Windows Family

Using Windows XP > Computer Setup and Maintenance
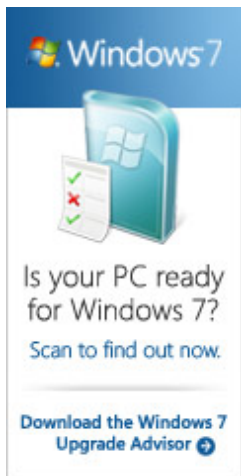
Specify how folders open

Published: September 7, 2006

Microsoft Windows XP automatically chooses how to display folders based on the types of files they contain. For example, Windows XP displays your My Pictures folder in either Filmstrip or Thumbnails view so that you can see the pictures without opening the files. However, Windows XP displays your My Music folder in Tiles view so that you can see the names of the songs. In this article, you'll learn the difference between each type of view and how to change your folder settings for individual folders or for all the folders on your computer.

Change the view for a single folder

If you are not satisfied with the way Windows XP displays a folder, you can change it by clicking the **Views** button on the toolbar and then selecting one of the following options:
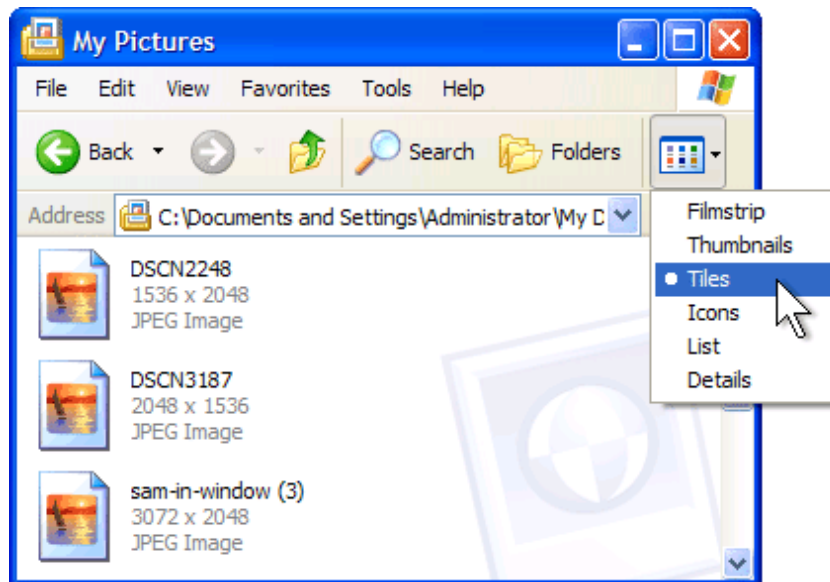
- **Filmstrip**. Displays a row of thumbnails (reduced images of pictures) and a large preview of the currently selected picture. Filmstrip view is perfect for folders that contain a few pictures.
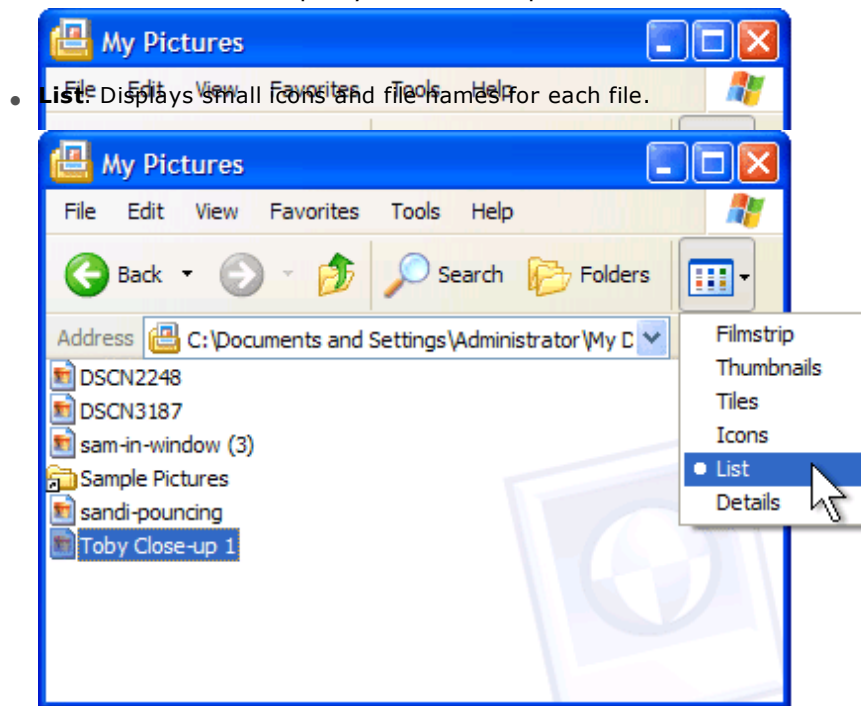

- **Thumbnails**. Displays thumbnails of pictures and videos. Thumbnails view is the best choice for folders containing a large number of pictures.
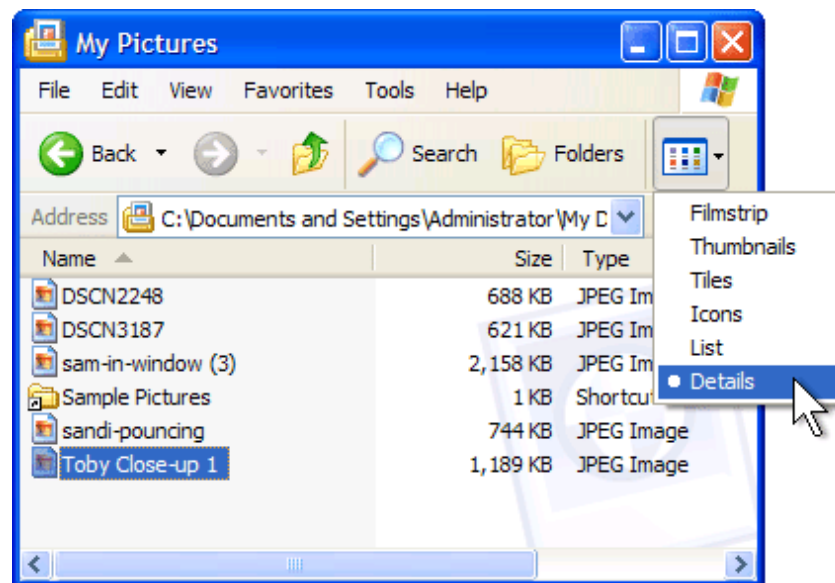
- **Tiles**. Displays large icons, file names, and file information for each file.

- **Icons**. Displays medium-sized icons and file names for each file.

- **List**. Displays small icons and file names for each file.

- **Details**. Displays small icons, file names, and other information about each file. <u>Details view allows you to quickly sort files by clicking the column headings</u>.
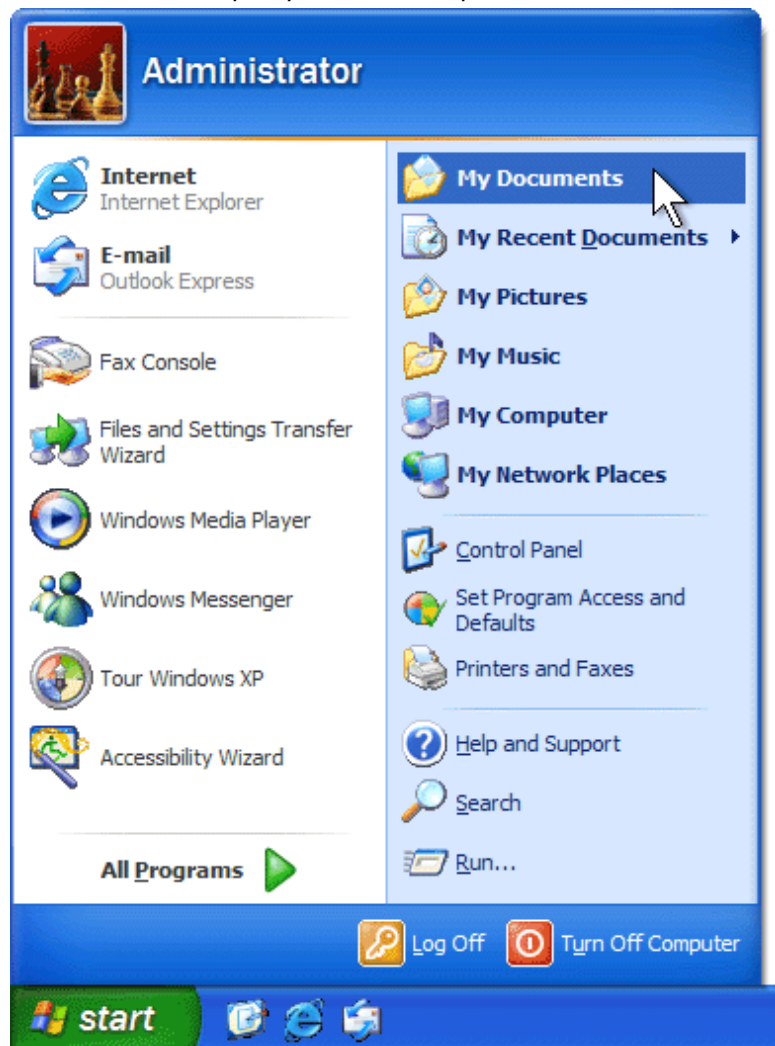
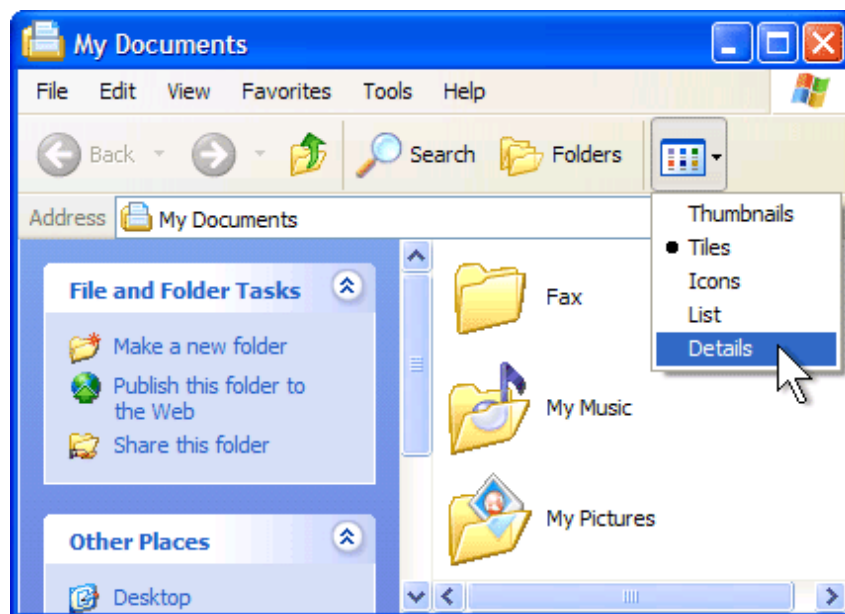

⬆ <u>Top of page</u>

Change the view for all folders

Clicking the **Views** button allows you to change the view for only the folder you currently have open. You can also reset the view for all folders.
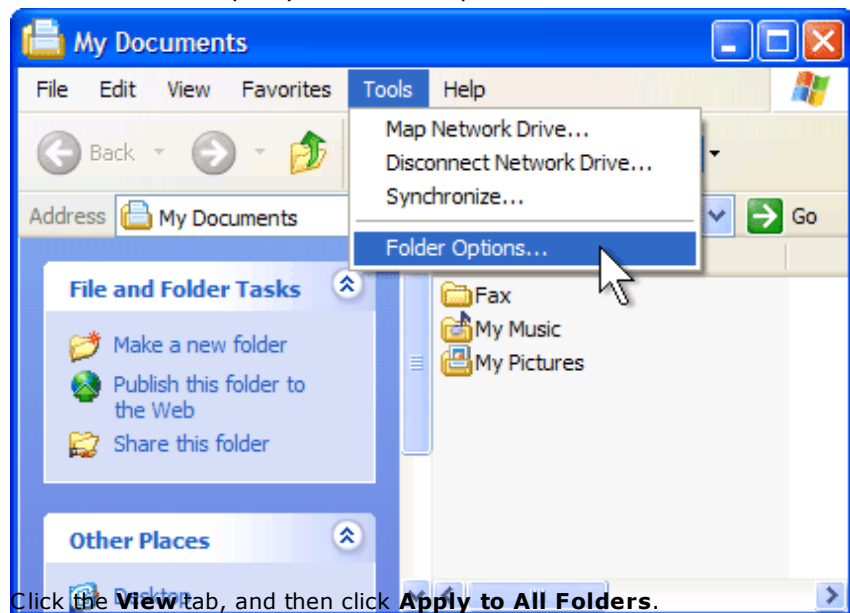
To reset the view for all folders

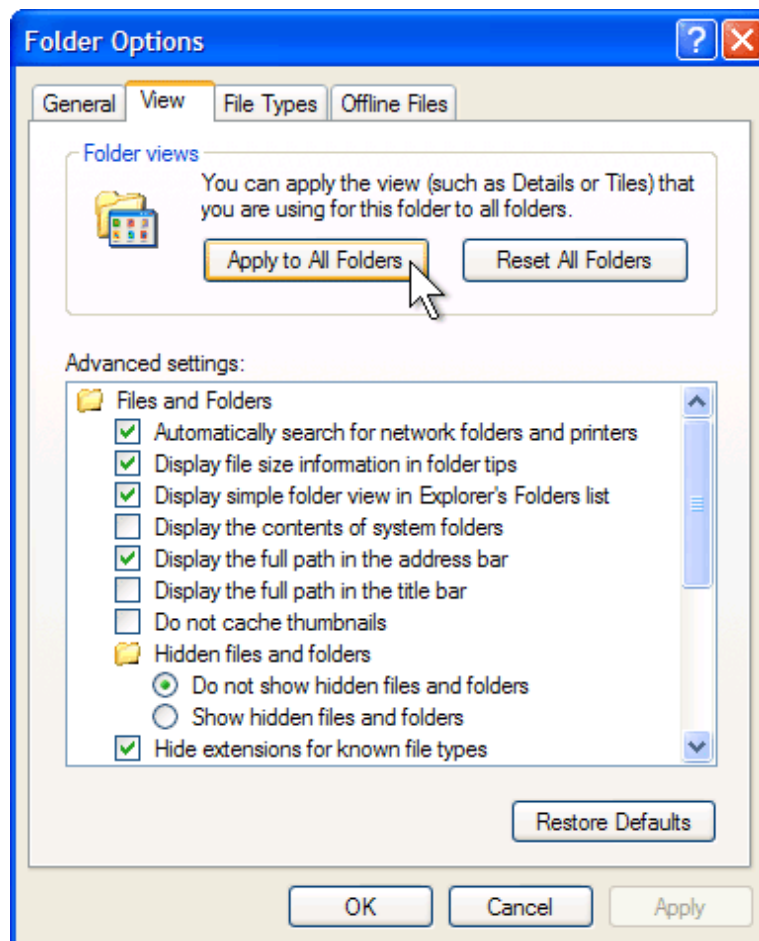1. Click **Start**, and then click **My Documents**.

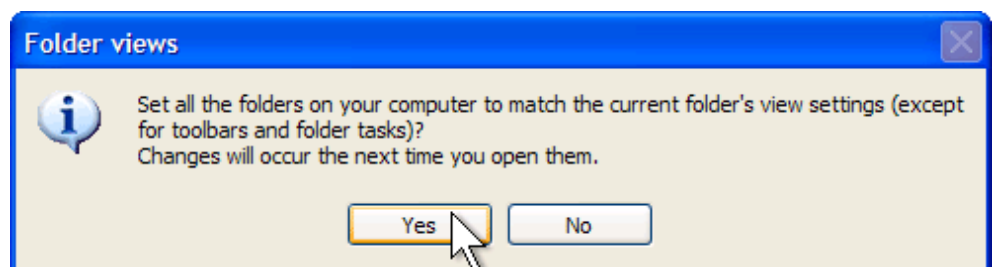2. Click the **Views** button, and then click the view that you want to apply to all folders.

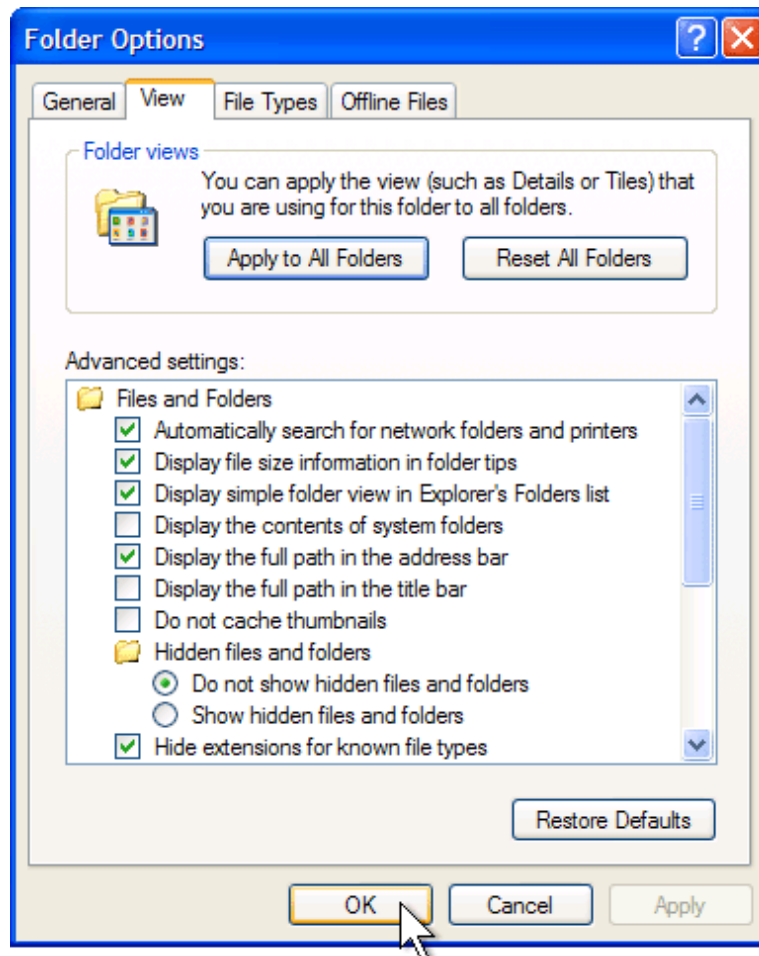3. Click **Tools**, and then click **Folder Options**.

4. Click the **View** tab, and then click **Apply to All Folders**.

5. Click **Yes**.

6. Click **OK**.

The next time you open a folder, it will be displayed using the view you chose. To restore your original folder settings, repeat steps 1-3. Then, for step 4, click **Reset All Folders**.

⇧ Top of page

Manage Your Profile | Contact Us | Free Newsletter | RSS Feeds

Microsoft